

PROPERTY HANDOVER FORM

Apartment name	
Guest details <i>[name, mobile number]</i>	
Host details <i>[name, mobile number]</i>	
Arrival date / time	
Number of people	
Departure date / time [1]	

Dear guest,

Welcome to our holiday home. We wish you a pleasant stay.

In consideration of the legal obligations of the owner to register all clients within 24 hours from the arrival to the tourist board, **we kindly ask you to submit passports or ID cards** of all persons staying in the holiday home [2] including children, to the host.

We want you to feel at home with us and **expect that you will look after the property as your own**. Minor damage can happen, no problem. Inform us immediately about what happened [3].

With your signature you are confirming that the **apartment is in good condition and that you understand and agree with all terms, conditions and house rules which can be found on our website**.

Host signature

Guest signature

[1] On departure day the host will inspect the facility. We kindly ask you to define the departure time. We ask you also for understanding because host requires half an hour for house inspection on departure day

[2] The number of persons mentioned above must never be exceeded. Friends or family visits must be discussed with and approved by the owner

[3] It is very important for us that we can repair the damage or buy a new item before next guests arrive so the next guests can enjoy their holiday in a damage free apartment.